

ORDERING INSTRUCTIONS

To Receive Your Forms From the Forms Management Warehouse:

Form [DA FM 1 - Warehouse Requisition](#) must be prepared by the ordering agency to obtain items from Forms Management. Please complete **ALL THE AREAS** requested in the following instructions:

1. **Invoice To:** Indicate the name, address and person responsible for paying invoices for your agency.
2. **Ship To:** Indicate street address, including floor or room number of department where items are to be delivered, and be sure to provide designated recipient's name and phone number. **DO NOT USE P.O. BOX NUMBER IN THIS SECTION.**
3. **Date Ordered:** Indicate date form is completed.
4. **Requested Delivery Date:** This is the date you need your order delivered. For normal delivery outside the Baton Rouge area, please allow ten (10) working days from receipt of order at Forms Management. Allow five (5) working days for emergency requests and indicate by writing the word RUSH and the date needed in this block. Forms Management will determine the best method of shipment (either commercial carrier or UPS) as delivery time will vary based on the method of shipment used. If for some reason we cannot meet your requested delivery date, you will be notified by phone to determine the course of action to best meet your needs.
5. **Requisitioned By and Phone #:** Please indicate the full name and phone # (including area code) of the person to contact in case of questions or to relay important information about your order.
6. **Delivery Address Phone Number:** Please provide the complete phone number at your physical location / delivery address as this number is used in our computer shipping database to store and identify your shipping address. **IT IS IMPORTANT TO PROVIDE THIS PHONE NUMBER AS YOUR SHIPPING DOCUMENTS ARE GENERATED FROM THIS DATABASE.**
7. **Agency Cost Center Number:** This information is very important and is necessary for billing purposes. Refer to your purchasing department for the **COST CENTER NUMBER**.
8. **Municipal Purchase Order Number:** This area is used by municipalities which issue purchase orders instead of charge to cost centers.
9. **Order to Be:** Please check the appropriate box.
10. **Units Ordered:** Indicate the number of units (unit of issue is the number of forms in a package) ordered, not the number of individual forms. Your forms are stored by unit count and it is important to order in units to fill your request correctly.
11. **Form Number and Name:** Both the form number and the name of your form are essential as this information is used to fill the order. Form names are sometimes confused so the form number is very important to correctly fill your order.
12. **Revision Date:** This date is important as forms are constantly being revised and we want to insure that you receive the correct revision. The revision date can be found in the area with the form number.

BACKORDERS: If an item you ordered is not in stock, the Forms Management computer system automatically backorders the item for you. Your delivery ticket will show all the items you ordered and any backorder will be indicated on your copy of the ticket. As soon as the item is received in stock, the computer system automatically fills the backorder and ships it. If for some reason you do not want the backorder filled, please contact your Forms Control Specialist at (225) 219-9570.

OTHER IMPORTANT INSTRUCTIONS: All items on the requisition will be charged to the agency and cost center shown. Only one cost center per requisition is allowed (no split billing). Order cannot be processed without a physical street address, phone number and cost center or purchase order number and completion of all other required information on the requisition. Incomplete or inaccurate information requires a phone call and / or a return to the sender for clarification and could delay your order.

After completing your requisition, you should remove the last copy (green) for your records. Forward the remaining copies with the stub intact to:

**Division of Administration
Forms Management Section
P.O. Box 94095
Baton Rouge, LA 70804-9095**

PLEASE DO NOT MAIL YOUR REQUISITION TO OUR STREET ADDRESS AS IT WILL BE RETURNED BY THE POST OFFICE BECAUSE WE HAVE NO MAIL BOX AT THIS ADDRESS.

For customer pick up, our physical location is 950 Brickyard Lane, Baton Rouge, Louisiana 70802.

Our phone number is (225) 219-9570. Please call us if we can be of service.

(Form # [**DA FM 1**](#) is available from Forms Management and can be ordered as needed).